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## INSTRUCTIONS

- ✓ Read this information before completing this form.
- ✓ Type or print clearly in ink.
- ✓ Complete *all* information requested, including signature.
- ✓ Submit this form with the appropriate application and fee.
- ✓ If you electronically re-create this form to facilitate completion on a computer, please be advised that the form should not be altered in any manner. To do so, could result in disciplinary action. Also, please make certain you do not delete any preprinted information and are using the latest version of the form.

COURSE CATEGORIES  
& MANDATORY HOURS

- ❖ Do not confuse *continuing education* courses with college-level semester or quarter unit *statutory* courses. Statutory courses are required for real estate examination qualification.
- ❖ Renewing licensees must complete and submit a Continuing Education Course Verification (RE 251) reflecting the appropriate hours of approved CE:

## Real Estate Salespersons —

First renewal after passing the examination and receiving an original license, salesperson must complete:

- A 3-hour course in *ethics*
- A 3-hour course in *agency*
- A 3-hour course in *fair housing*
- A 3-hour course in *trust fund handling*

## Real Estate Salespersons and Brokers

Renewing license for the first time after January 1, 1996, salespersons and brokers must complete a total of 45 hours of approved continuing education courses, including:

- A 3-hour course in *ethics*
- A 3-hour course in *agency*
- A 3-hour course in *fair housing*
- A 3-hour course in *trust fund handling*
- At least 18 hours of courses specifically designated as *consumer protection* courses
- An additional 15 hours of approved courses, which may be designated as either *consumer protection* or *consumer service* courses

## Real Estate Salespersons and Brokers

Second and subsequent renewals which occur after January 1, 1996, as part of the 45 hours of approved continuing education courses, salespersons and brokers must complete:

- A 6-hour survey course covering the categories of ethics, agency, fair housing, and trust fund handling. The survey course is in lieu of separate 3-hour courses in these subject areas.
- ❖ The above referenced CE requirements are contained in Section 10170.5 of the Business and Professions Code (B&P).

## CE GENERAL INFORMATION

**Conditionally Suspended Salesperson**

In order to renew, salesperson licensees who hold a conditionally *suspended* license must submit a transcript showing completion of two college-level statutory courses as specified in Section 10153.4(a) B&P, as well as a completed RE 251 showing completion of the CE courses **ethics, agency, fair housing, and trust fund handling**. *Conditionally suspended salesperson licensees are not eligible for late renewal privileges per Section 10154 B&P. Therefore, all requirements must be met and submitted to the Department no later than the four-year expiration date of the license.* If all requirements are not submitted to the Department by that date, you will be required to RE-QUALIFY through the examination process before you can again become licensed in real estate.

**Courses Valid for Four Years**

All *continuing education* course offerings attended must be completed within the four-year period immediately preceding the effective date of renewal. This is normally the day after the expiration date for an on-time renewal. However, with the exception of conditionally suspended salespersons as noted above, all licensees are allowed two years beyond the expiration date of their license to renew on a late basis by meeting the renewal requirements in effect at that time. *In*

*this case, all course offerings must be completed within the four-year period immediately preceding the date the application is received by the Department.*

CE course credit expires four years from the course completion date; therefore, courses completed as part of a prior renewal requirement **cannot** be applied to a current renewal application.

**Corporation Officer License**

A currently licensed individual broker is not required to provide evidence of completion of 45 hours of CE to renew a corporation officer license or apply for a new corporation officer license. However, a person who is licensed only as a corporation officer must submit evidence of completion of CE requirements to a) renew the existing license, b) apply for a new corporation officer license, or c) apply for an individual broker license.

**Certificates of Attendance**

The Certificate of Attendance provided by the course sponsor, upon successful completion of the course attended, will include: an 8-digit certificate number, designated category, date completed, course hours, and the course title. If the certificate does not contain a valid 8-digit number, contact the course sponsor to obtain the correct number.

- **Do not contact the Department of Real Estate regarding certificate numbers.**
- **Do not send CE certificates of attendance to the Department unless specifically requested to do so.** (CE certificates should be retained by the licensee for a period of four years or until the renewal process has been successfully completed.)

## SAMPLE COURSE ENTRY

CERTIFICATE NUMBER (8-digits)								DATE COMPLETED			COURSE HOURS	COURSE TITLE
								Mo.	Day	Yr.		
4	7	2	1	1	0	7	9	08	05	98	3	Ethics, Professional Conduct & Legal Aspects of Real Estate
4	9	3	6	1	8	9	0	09	22	99	3	Agency Relationships & Duties in a Real Estate Brokerage Practice